

Director of Information Technology



Job Code: 1390
Grade: 141
Reports to: City Manager
Salary Range: \$92,308 - \$145,903
FLSA Status: Exempt

GENERAL STATEMENT OF DUTIES

Performs complex professional work in the planning, organizing, and coordinating of the development, implementation, and maintenance of the City's electronic data processing, management information systems, and related operations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification works under the general supervision of the Assistant City Manager and is reviewed for conformance to established policy through conferences, written reports, and observation of information technology performance standards and goals. Supervision is exercised over information technology employees.

ESSENTIAL FUNCTIONS

Planning, directing, and participating in program development, analyses, and operations; providing technical and hardware support; managing information systems, procedures, and staff; preparing and maintaining systems, records, and files.

EXAMPLES OF WORK

- Plans, directs, and participates in information systems and data processing activities of the City.
- Plans, coordinates, and directs the improvement and expansion of information services in the usage of data processing resources.
- Plans and coordinates improvements and expansion of personal computer systems.
- Develops, updates, and administers computer network and technology policies and plans.
- Performs software and hardware problem analysis for computers and networks.
- Coordinates personal computer/mainframe connections and communications.
- Oversees and assists with the management of the GIS systems.
- Works with vendors in developing or revising programs and system operations.
- Monitors personal computer needs and usage, recommends additional hardware and software needs.
- Provides cost forecasts of data processing activities.
- Develops techniques and methods for assisting data processing users.
- Develops and administers the overall data processing policy and procedures.
- Evaluates and recommends acquisition of new equipment and software.
- Provides liaison with authorized users of data processing services and with the manufacturer's representatives.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of all phases of systems analysis, programming, and computer operations in an on-line, networked, and batch processing environment; thorough knowledge of the functions of and operation of City departments; ability to establish and maintain effective working relationships with City officials, department heads, and other key personnel; ability to determine departmental and City-wide needs of an information system and formulate an effective program to meet these needs; ability to write

clear and concise reports; ability to plan and supervise the work of professional and technical personnel; ability to communicate effectively orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Computer Science, Management Information Systems, or related field. Eight (8) to ten (10) years of progressively knowledgeable and responsible experience in management information systems, the majority of which shall have been in a supervisory or managerial capacity, preferably in a governmental setting; or an equivalent combination of education, training, and experience.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires reaching, fingering, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.